

Copy

**MAGISTRATES
OFFICE**

Nancy C Martin. Court Administrator
(334)6154150
(334)793-1369 Fax

Memo

To: Magistrates/Clerks

From: Nancy Martin

Date: 9/23/04

R K Minor Changes in Assigned Duties

When I re-assigned job duties at the end of June, I advised everyone that after 2 to 3 months, I might make some minor changes in the assignments for the job duties. After observing everyone with their new job duties for almost three months, I am making some minor adjustments.

Instead of distributing a memo containing the changes, I have incorporated the changes I made into the attached list. Please read the list very carefully. The job duties list attached is effective as of Monday, September 27th. Any questions or comments concerning this are to be directed to me.

ACKNOWLEDGED RECEIPT OF BY:

Melissa Walsh

DATE
9-23-04

MB 9/24/04

An Bade

9-23-04

Melissa Woods

9-23-04

Jane Fowler

9-23-04

Laura Kytt - 9-24-04

Laura Nye

9-23-04

Tanya Monfield 9-24-04

[Signature]

9-23-04